

# Safeguarding Policy Guidance

This document provides a comprehensive safeguarding policy framework for organisations. It outlines principles, responsibilities, and procedures to protect children, young people, and vulnerable adults from harm.

## Purpose

To ensure the safety and wellbeing of all individuals by preventing harm, abuse, and neglect through clear policies and procedures.

## Scope

Applies to all staff, volunteers, contractors, and partners working within or on behalf of the organisation.

## Legal Framework

Complies with relevant legislation including Safeguarding Vulnerable Groups Act 2006, Children Act 1989 & 2004, Working Together to Safeguard Children, Care Act 2014, and GDPR for data protection.

## Roles & Responsibilities

- Designated Safeguarding Lead (DSL): Oversees safeguarding policy implementation and reporting.
- Managers: Ensure staff compliance and provide resources for safeguarding.
- Staff & Volunteers: Follow safeguarding procedures and report concerns promptly.
- Board/Trustees: Monitor safeguarding performance and approve policy updates.

## Key Principles

### Prevention

- Create a safe environment through robust policies and staff training.

### Protection

- Take immediate action to protect individuals at risk of harm.

## Partnership

- Work with statutory agencies and families to safeguard effectively.

### Procedures for Reporting Concerns

- Recognise signs of abuse or neglect.
- Report concerns immediately to the Designated Safeguarding Lead (DSL).
- Record details accurately and securely.
- DSL to escalate to local safeguarding authority if required.
- Maintain confidentiality throughout the process.

### Safer Recruitment

- Conduct enhanced DBS checks for all staff and volunteers.
- Verify identity, employment history, and references.
- Include safeguarding responsibilities in job descriptions and interviews.

### Training Requirements

- Mandatory safeguarding induction for all staff and volunteers.
- Annual refresher training on safeguarding policies and procedures.
- Specialist training for DSL and managers.

### Confidentiality & Data Protection

All safeguarding records must be stored securely and shared only on a need-to-know basis, in compliance with GDPR.

### Monitoring & Review

This policy will be reviewed annually or following significant changes in legislation or organizational structure.

### Quick Reference Contacts

- Designated Safeguarding Lead (DSL): [Insert Name & Contact]
- Local Safeguarding Authority: [Insert Contact Details]
- Emergency Services: Dial 999